



**U.S. DEPARTMENT OF STATE
VIRTUAL FELLOWS PROGRAM
PROJECT DESCRIPTION – IRM /BMP/EDIP**



This project seeks a Virtual Fellow to serve with the **Bureau of Information Resource Management, Business Management and Planning, Office of eDiplomacy, Public Affairs and Communication (IRM/BMP/eDIP)** as a **Strategic Consultant**.

Fellow Location: The Fellow will serve virtually and will not be physically located at the Department of State.

Project Name: Strategic Communications

Project Description: The Information Resource Management Bureau's Mission is: "To rapidly and securely deliver anytime, anywhere, the knowledge resources and Information Technology services needed for the Department of State's diplomatic team worldwide to accomplish the foreign affairs mission of the United States."

The project is focused on an analysis of bureau strategic communications. We envision emphasis on the following areas: integrated messaging, information flow, media development, image, and audience engagement.

Potential Fellow Taskings:

- Produce written communications.
- Collaborate with project team using cloud-based services.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Strategic Communication;
- Knowledge Management;
- Marketing;
- ISO 9000, Lean Six Sigma and other similar tools.

Clearance: The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.